

POSITION DESCRIPTION (Please Read Instructions on the Back)1. Agency Position No.
NL12018

2. Reason for Submission

☐ Redescription
☐ Reestablishment
☒ New
☐ Other

Explanation (Show any positions replaced)

3. Service

☐ Hdqtrs. ☒ Field4. Employing Office Location
Orlando, FL5. Duty Station
Orlando, FL

6. OPM Certification No.

7. Fair Labor Standards Act

☐ Exempt ☐ Nonexempt

8. Financial Statements Required

☒ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests

9. Subject to IA Action

☐ Yes ☒ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position is:

☒ Supervisory
☐ Managerial
☐ Neither

12. Sensitivity

☐ 1 - Non-Sensitive ☒ 3 - Critical Sensitive
☐ 2 - Noncritical Sensitive ☐ 4 - Special Sensitive13. Competitive Level Code
1409

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. U.S. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

d. First Level Review

Program Manager

GS

0340

14

9/21/00

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

Assistant Project Manager, STS

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

Department of the Army

c. Third Subdivision

Project Manager, Combined Arms Tactical Trainer (PM CATT) (X)

a. First Subdivision

U.S. Army Materiel Command

d. Fourth Subdivision

b. Second Subdivision

Simulation, Training and Instrumentation Command (STRICOM)

e. Fifth Subdivision

19. Employee review - This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Patrick G. Spangler

Deputy Project Manager, Combined Arms Tactical Trainer

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Patrick G. Spangler

Date

9/21/00

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.22. Position Classification Standards Used in Classifying/Grading Position
USOPM General Schedule Supervisory Guide, January 1999, HRCD-6; USOPM Handbook of Occupational Groups & Families, July 1999, HRCD-7

Typed Name and Title of Official Taking Action

James B. Godwin, Jr., Col, FA, Chief of Staff

Signature

James B. Godwin, Jr.

Date

9/21/00

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

Position is at the full performance level

BUS: 8888

25. Description of Major Duties and Responsibilities (See Attached)

Previous Edition Usable

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management

INTRODUCTION

Position is located in the Project Manager for Combined Arms Tactical Trainers (PM CATT), one of four Project Manager offices reporting to the Simulation, Training and Instrumentation Command (STRICOM), a Major Subordinate Command of the Army Materiel Command (AMC). STRICOM provides centralized management and direction for all research, development, acquisition, and fielding of Army and customer funded Training Aids, Devices, Simulators, and Simulations (TADSS), major instrumentation targets and threat simulations, and distributed interactive simulations. PM CATT is responsible for planning, executing and managing the acquisition of Virtual training systems within STRICOM. PM CATT programs vary in complexity from Virtual Reality/Hands-on maintenance training systems to highly complex hardware and software intensive, integrated virtual systems. This position serves as an Assistant Project Manager (APM) with management responsibility for the PM CATT Special Operations Forces (SOF) Training Systems (STS) Program Management Office (PMO) in support of U.S. Special Operations Command (USSOCOM) training system requirements. Duties include full program responsibility for the total life cycle management of assigned acquisitions. The position is under the general supervision of the Deputy PM CATT. Incumbent exercises independent judgment and applies extensive managerial skills in order to accomplish the mission. Work performed is reviewed in terms of effective execution of the functions of the APM Management Office as reflected by successful accomplishment of the PM's goals and objectives.

MAJOR DUTIES

1. Plans and Directs Program Acquisitions. Responsible for all matters relating to cost, schedule and performance for assigned APM STS acquisition program. Responsible for integrating varied program efforts typically reflecting multiple, multi-service programs, with a combined yearly value in excess of \$50 million. Programs are individually executed by a staff of Project Directors and their multi-disciplinary teams. Exercises managerial, technical, and administrative program control and authority through the various phases of program development. Establishes program objectives and measures for determining that the objectives of APM STS programs are being met. Directs the efforts of the APM STS support staff including Program Analysts, Senior Engineers, Senior Logisticians, and Contract Specialists to execute APM STS planning, programming, budgeting, solicitation processes and contract activities for multiple, multi-Service program efforts. Provides direction to command elements engaged in the execution of APM STS actions and services. Plans, initiates and directs a comprehensive evaluation system for the review and analysis of budgets, program execution, and performance. Through program reviews and personal coordination with the APM STS staff, Project Directors, matrix support personnel, and industry, determines program(s) status, assesses progress against major milestones, and provides guidance and direction to APM STS Project Directors regarding any adjustment of program goals or corrective actions. Directs actions necessary to correct any indicated problem areas, including cost increases, performance shortfalls and schedule slippage. Manages long

range planning activities that include multi-year work plans that are the products of subordinate managers. Exercises discretionary authority to approve the allocation and distribution of funds within the organization's budget to best meet the programs' objectives. Manages development of program budgets and defends APM STS program budgets to USSOCOM and DoD/Congressional oversight organizations. 50%

2. Performs Coordination and Managerial Duties. Functions as the STRICOM Single Point of Contact to USSOCOM for all acquisition phases from initial requirement development through development, production, fielding, and life cycle support. Coordinates and manages the activities of the Multi-Service managers serving as members of the STS PMO including Navy, Air Force, and Marine Corps support personnel. Serves as STRICOM's principal representative for APM STS program(s) at high level conferences with representatives of other government departments and agencies, participating organizations, contractors/subcontractors, and foreign governments. Develops and maintains close liaison with all participating agencies/organizations, users, and representatives of the operational weapon(s)/system(s) being simulated to insure close coordination and integration of efforts during program planning and execution. 25%

3. Personnel Management and Equal Employment Opportunity. Executes personnel management related to the accomplishment of assigned mission. Serves as first line supervisor responsible for the full spectrum of personnel administration and management tasks of selected individuals within APM STS. Initiates or recommends personnel or position actions; develops or participates in the development of job performance standards and individual development plans; observes and formally evaluates subordinate's performance (i.e., Total Army Performance Evaluation System); writes Officer Evaluation Reports (OERs) for military members. Ensures assigned military personnel are managed in accordance with appropriate regulatory guidance. Provides written input to ratings for co-located matrix personnel. For subordinates, sets priorities, overall schedules, establishes performance standards, evaluates work and identifies and schedules required training. Performs position management and recommends appointments, promotions or reassignments. Promotes sound position management principles by planning the organizational structure and determining staffing needs. Supports and utilizes special emphasis programs designed to provide promotional opportunities. Supports Equal Employment Opportunity and Affirmative Action plans. Supports Army Acquisition Workforce (AAW) Career Development as a Mission initiative which provides guidance to managers to plan for and release AAW personnel for mandatory and other training, education, and developmental opportunities as part of the organization's mission. 25%

Performs other duties as assigned.

Special Requirements:

Incumbent must be able to obtain and retain a Top-Secret security clearance.

Incumbent is subject to drug testing.

FACTOR 1. Program Scope and Effect

a. SCOPE. The work involves managing (planning, organizing, developing, coordinating, and implementing) the full life cycle of assigned programs within the framework of the applicable Program/Project Manager/PEO/MSO. Incumbent coordinates, identifies and integrates key internal and external programs and policies and manages subordinate personnel (in both a supervisory role for assigned personnel and in project direction for matrix support personnel) whose complex and highly technical programs and organizational units interlock extensively. The work requires leadership and management ability in developing, implementing and reviewing processes and procedures used to monitor the overall effectiveness, efficiency and productivity of assigned program(s) which are oriented to long-term efforts relative to the mission and functions. Utilizes expert acquisition knowledge to provide advice across the full spectrum of life cycle management for assigned program(s). As a recognized authority in the product area, maintains continuous contact with those segments of industry engaged in activities of interest to the program(s). Presents briefings and consults with industry and institutions on technology, state-of-the-art developments and new manufacturing procedures as they relate to assigned program(s). Maintains a close working relationship with the USSOCOM users to ensure that needs are satisfied, funding is available, and that coordination with the appropriate technical parties is continuous throughout the development cycle.

b. EFFECT. Directs subordinate efforts to facilitate the effective, efficient, and productive utilization of resources and successful accomplishment of the mission and program. The work directly involves and substantially impacts the supportability and success of multi-appropriation and/or multi-million dollar programs, which will be used throughout USSOCOM. The program(s) receive intense USSOCOM scrutiny and attention.

FACTOR 2. Organizational Setting

The incumbent reports to PM ACTT for supervision and for overall program office vision and policy. The position is accountable to a position that is two levels below the first Senior Executive Service (SES), flag or general officer, or equivalent in the direct supervisory chain.

FACTOR 3. Supervisory and Managerial Authority Exercised

Has the delegated authority and responsibility for planning, directing, and executing funding for assigned programs. Determines long range plans, goals, and objectives. Accomplishes supervisory responsibilities by promoting safety, cost reduction, incentive awards, support of the Equal Employment Opportunity and Affirmative Action Programs, and other specialized management programs as prescribed. Assures that adequate internal control systems are operative so that Government resources are effectively and efficiently managed. Supervises, directs, controls, and oversees the work of assigned employees. Thrust is to promote Army Acquisition Reform initiatives

critical to the accomplishment of Army and USSOCOM training acquisition objectives. Explains objectives, theories, methods, techniques, goals attained and determines measures to be taken to promote achievement of the mission. Provides staff with program integration direction, acquisition planning and technical assessments. Provides policy guidance and interpretation of program objectives to project management elements. Analyzes program requirements and directs the development of plans for personnel staffing, budgeting and administration.

FACTOR 4. Personal Contacts

SUBFACTOR 4A. Nature of Contacts

Contacts are with high level individuals and senior staff, to include Commanders, representatives from USSOCOM, Air Force Special Operations Command (AFSOC), U.S. Army Special Operations Command (USASOC), Army Acquisition agencies, multiple government contracting agencies (e.g. Army, Air Force, Navy), Office of the Secretary of Defense and/or Defense Information Systems Agency (DISA), PMs, other PEOs, installations, civilian contractors, and news media. Occasionally may have contact with foreign governments and/or NATO representatives.

SUBFACTOR 4B. Purpose of Contacts

The primary purpose of the contacts is to defend program requirements, negotiate ideas and requirements and of necessity, guide, direct and support the assigned technology. The incumbent represents the program at all levels and commits and justifies resources in compliance with established policies and procedures.

FACTOR 5. Difficulty of Typical Work Directed

The full performance level of the work directed is GS-13 or military personnel of equivalent grades. The base level of non-supervisory work directed is GS-12/13 or military personnel of equivalent grades.

FACTOR 6. Other Conditions

Work involves identifying and integrating significant internal and external problems and policy issues affecting USSOCOM, the U.S. Army and the mission of the product office. Develops, revises, and implements immediate and long range goals, objectives and plans to meet changes in law, program authority and/or funding levels. Work requires considering the need for additional resources both inside and outside of the APM office. The position requires leadership in developing, implementing, evaluating and improving processes in conformance with current acquisition regulations, policies and initiatives.

Special Requirements:

Incumbent must be able to obtain and retain a Top-Secret security clearance.

Incumbent is subject to drug testing.

CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL 17019

"This is a Critical Acquisition Position. Unless specifically waived by the appropriate Army official, the following are statutory requirements (Reference: 10 U.S.C. 1733 - 1737):

- Selectee must be qualified for Acquisition Corps membership at the time of selection or possess a waiver.
- Selectee must execute, as a condition of appointment, a written agreement to remain in federal service in this position for at least 3 years. In signing such an agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment."